

APPROVED

1 / 11 / 17

**AIRPORT COMMISSION MEETING
REGULAR BUSINESS MEETING**

December 14, 2016

In Attendance:

Commissioners: Mark Ryan, Chairman; Kevin Shaughnessy, Les LeBlanc, Martin Odstrchel; Airport Manager, Russ Maguire.

Meeting Called to Order: 3:07 PM

PROJECTS

- AIP project update, environmental assessment, Jeff Adler, Dubois & King Environmental Assessment for Taxiway A relocation. The final EIR has been accepted, and now we are in the permitting phase of the project. Next step is to file notice of intent. It will take a couple of months to put information together for the notice of intent.
- Flight Level CAP project update, Frank Gundal, Flight Level Erection of hangar is behind schedule due to the weather and some health issues. Expecting the hangar to be enclosed late January. Final asphalt will go into the spring. There haven't been any construction meetings because there hasn't been a need. Everything is going smoothly.

MINUTES

- June 15, 2016 – Executive Session meeting – table acceptance to next meeting of the NAC.
- November 16, 2016 – Regular Business Meeting – table acceptance to next meeting of the NAC.
- November 16, 2016 – Executive Session – table acceptance to next meeting of the NAC.

AIRPORT MANAGER'S REPORT

Draft budget discussed. Overall there is a proposed \$28,000 increase.

Flight Level had a minor underground gas leak. National Grid came in and took care of it.

Board training was held on December 7, 2016. Mr. Maguire attended with Mr. Ryan. Open meeting laws, new public record laws and conflict of interest laws were discussed. There is online training that needs to be addressed by each Commissioner. Each Commissioner also needs to review the handout, sign acknowledgement of receipt of the document and complete the online training by January 31, 2017.

On a motion by Mr. LeBlanc and seconded by Mr. Odstrchel, the Commission voted 4/0 to accept the Airport Manager's report.

NEW BUSINESS

First snow storm of the season, winter is underway.

CORRESPONDENCE

- 12/7/16 memo from Town of Norwood, Human Resources, re: conflict of interest law, compliance steps
- 12/7/16 handout from Murphy, Hesse, Toomey & Lehane, LLP re: open meeting, conflict of interest and public records laws

Mr. Ryan requested that the Commission adjourn for Executive Session to discuss Purpose 3 for Executive Session to discuss strategy with respect to litigation, if in open meeting may have a detrimental effect on the litigating position of the Norwood Airport Commission and their litigation with Boston Executive Helicopters. Discussion in open session would be detrimental to NAC's position.

On a motion by Mr. Shaughnessy and seconded by Mr. LeBlanc, the Commission voted by roll call to adjourn for the purposes of Executive Session, and to return to public session for purposes of adjournment.

Mr. Ryan: Yes

Mr. Shaughnessy: Yes

Mr. LeBlanc: Yes

Mr. Odstrchel: Yes

Adjourned for the purposes for Executive Session at 3:25 p.m.

The Commission returned to Open session at 4:01 p.m.

On a motion by Mr. Shaughnessy and seconded by Mr. LeBlanc, the Commission voted 4/0 to adjourn the meeting.

The minutes of the NAC will be published on the Town Website.

MEETING ADJOURNED: 4:01 PM